

# Child Development Home License Agreement Act of 2013



# Background

As a result of the growing population of infants and toddlers and the need for increased child care services in the District of Columbia, Councilmember Jim Graham introduced a bill to expand the current limit which allows only two children under the age of two in a licensed in-home childcare setting.

# Potential Impact

- ✓ Under this new legislation, family-home childcare providers are now able to serve up to six children under the age of 2.
    - The provider must maintain a 1:2 adult child ratio to children under 2 years old.
    - The staff must possess a current Child Development Associate (CDA) credential or be currently enrolled in a CDA training program within six months of application.
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# Step 1

- Contact your licensing specialist to express interest in expanding services to more children under the age of 2.

Licensing Specialists		
Wards 1, 8	Wards 2, 5, 7	Wards 3, 4, 6
Candia Faison 442-4783	Pushpa Agarwal 442-4712	Zahra Ali 442-4713
Joy Miller 727-8156	Cynthia Mitchell 442-4716	Kimberly Handon- Lindsey 442-5871
	Nykisha Haley 442-5860	Sheena King 727-8129
		Yessett Makonnen 202-727-8131

# Step 2

- Complete an application for a change in operation.

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Office of the  
State Superintendent of Education

CHILD DEVELOPMENT FACILITY HOME LICENSE APPLICATION

Type or print clearly

**FOR AGENCY USE ONLY**

Date Received
Check/Money Order #
Amount Received
Received By
Licensing Specialist

**SECTION I TYPE OF APPLICATION**

<input type="checkbox"/> INITIAL	<input type="checkbox"/> CHANGE IN OPERATION (with CCLU approval)	<input type="checkbox"/> Program Space <input type="checkbox"/> Program
<input type="checkbox"/> RENEWAL	Effective (mm/dd/yyyy)	
<input type="checkbox"/> REPLACEMENT	<input type="checkbox"/> OTHER	
<input type="checkbox"/> NOTIFICATION OF CLOSURE	Effective (mm/dd/yyyy)	

**SECTION II APPLICANT & HOME INFORMATION**

Official Name of Facility/legal name of applicant		Age	Last 4 digits of Social Security #
Physical Address of Facility to be stated on the license		<input type="checkbox"/> House <input type="checkbox"/> Apartment	
Phone number	Fax Number	Email address	
If mailing address is different please complete this section			
Address			
How many years have you lived at this address?		Language spoken in home	
How many years have you lived in Washington, DC?		<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other	
Age and Number of persons residing in home:			

Be sure to check this box and note the effective date



# Step 2 Continued

<b>Age and Number of persons residing in home:</b>				
	Under 4 years	Under 8 years	Between 5 & 16 years	Over 18 years
<b>Other Adults in the Home</b> (Not applicant) Do not list the names of persons under 18 years of age				
Name			Age	Relationship
1.				
2.				
3.				
4.				
<b>SECTION III FACILITY OPERATION INFORMATION</b>				
Maximum number of children to be cared for		Ages of Children to be served		
_____		_____		
Indicate the months of the year, hours and days of the week you will be providing services to children and youth ( check only one option for each schedule) Put the hours in the box(es) below the days box (if the hours are not the same every day)				
<input type="checkbox"/> All Year (Jan – Dec )		<input type="checkbox"/> School year only		<input type="checkbox"/> Summer only June - Aug
		Hours of Operation: _____		
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
		<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	

Identify the number of children you intend to care for

Specify the expected number of children in each age range  
Ex. 6 infants  
2 toddlers



## Step 3

- Submit your completed application with proof of an advanced degree, a current Child Development Associate (CDA), **or** proof of enrollment in a CDA program for 3 staff members.



## Step 4

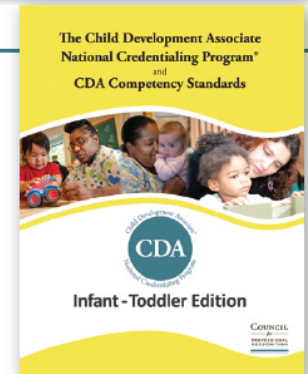
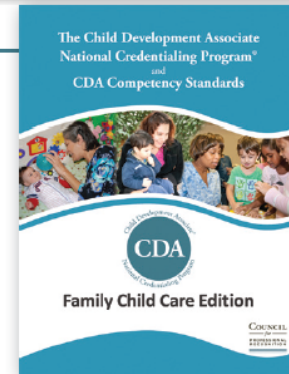
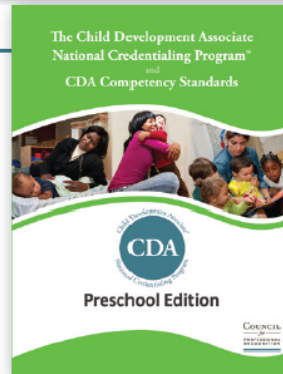
- The licensing specialist will review your application as well as verify the proof of credentials.
  - The license will be reissued and the home provider will be monitored to ensure a 1:2 adult child ratio is met.
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# Obtaining a CDA

## 1 Prepare

- 120 hours of Professional Education
- 480 hours of Professional Experience
- Professional Portfolio
- Family Questionnaires



**Purchase a Competency Standards book**

## 2 Apply

- Online YourCDA application or paper CDA application
- Anytime of the year
- Identify a CDA Professional Development Specialist
- \$425 Assessment Fee
- Application review and approval
- Ready to Schedule Notice delivery to the Candidate with a six-months assessment deadline

# Obtaining a CDA cont.

## 3 Demonstrate

- Verification Visit with a CDA Professional Development Specialist
- Review of documents prepared in step 1 above
- Observation of Candidate in the classroom
- Reflective dialogue
- CDA Exam at a Pearson Vue test center
- Both completed in any sequence but before a six-month deadline

## 4 Earn

- Scores electronically submitted to the Council by PD Specialist and Pearson Vue
- Credentialing decision

Additional information about obtaining/ renewing a CDA can be found at  
[www.cdacouncil.org](http://www.cdacouncil.org)



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